How do I submit an external training request?

The NASA Form 1735 Request, Authorization, Agreement and Certification of Training is the official NASA form for all external training requests. Eligible NASA civil servants may submit a request for external training (conferences, academic courses, and other external events) via NASA Form 1735 (NF-1735).

NASA employees submit electronic requests for External Training online and have them automatically approved, tracked, and recorded in SATERN.

How do I cancel or change an external training request?

Learners may withdraw a request once it has been submitted. Select EXTERNAL TRAINING REQUESTS, scroll to the request you would like to change and click WITHDRAW REQUEST.

The 5 Step External Training Process

Step 1: Access the Form
- Identify a training need and launch the online NASA Form 1735 in SATERN
- Launch your internet browser and go to https://satern.nasa.gov.
- Enter your User Name and Password and click LOGIN.
- Select LEARNING from the main menu on the home page.
- Select EXTERNALTRAINING REQUESTS from the submenu.
- Click NEW EXTERNAL REQUEST.

Step 2: Complete the Form
Fill out the NF-1735 that is displayed on the screen.
- Enter the relevant data in each field. Some fields will be pre-populated with information about you from your Profile and most fields are mandatory. (See the reverse side for more details.)
- Click SUBMIT.

Step 3: Verify Approver
- Click SHOW ALL for the initial approval step to verify your supervisor.
- Click SUBMIT.

Step 4: Check Your Status
You will receive e-mail notifications at each step in the approval chain. Be aware of the ongoing status of your request to ensure timely action.
- Select LEARNING from the main menu on the home page.
- Select EXTERNAL TRAINING REQUESTS from the submenu.
- Click on the REQUEST ID of the training request you wish to view.
- Scroll to the end of page to view the status of each step in the approval chain.
- Upon final approval, the external training request will be added to your learning plan.
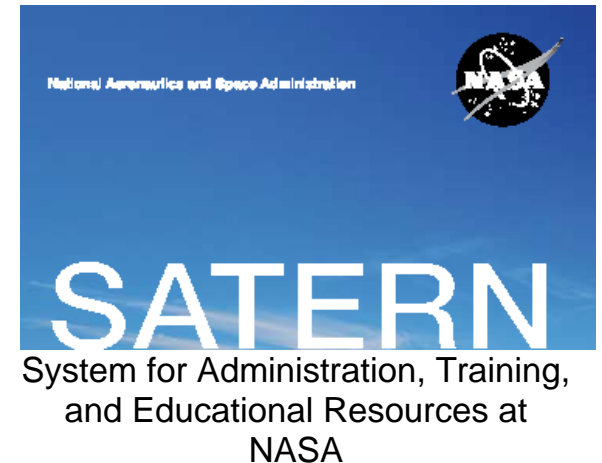
Step 5: Attend Training
After you have attended training, complete the course evaluation. You must complete the evaluation to receive credit on your learning history.
- Select LEARNING on the home page and then LEARNING PLAN from the submenu.
- Click on the course title you just completed.
- Click LAUNCH CONTENT and then click on the TRAINING PROGRAM EVALUATION link to complete the evaluation.

Agreement to Continue in Service
By submitting the form, you agree to continue in service if the training exceeds 80 hours.

National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources at NASA

QUICK REFERENCE GUIDE

Requesting External Training at NASA

Help Desk: 1-866-419-6297
E-mail: nasa-satern.support@nasa.gov
Login: https://satern.nasa.gov

How to complete an External Training Request Form in SATERN

Section A
Trainee Information: To be completed by the employee

Tracking Number: System generated. Not editable.

*Block 1: Applicant's Name — Pre-populated from your SATERN Learner Profile.

Block 2: UUPIC/Learner ID — Your UUPIC or Learner ID will be pre-populated.

*Block 3: Position Level — Select one.

Block 4: Home Address — Complete if authorized to attend training on a reimbursement basis or to have course materials shipped to your home instead of work.

Block 5, 5a-5c: Organization Mailing Address, *Office Phone, *E-mail Address, and *Fax Number — Self-explanatory. Your org code is pre-populated from the Organization field in your Learner Profile.

*Block 6: Position Title/Function — Self-explanatory.

*Block 6a: Pay Plan/Series/Grade — Pay plan and grade are pre-populated.

Block 6b: Education Level — Pre-populated with your degree level in your Learner Profile custom columns.

* Indicates a mandatory field

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Section B
Training Course Data: To be completed by the employee

*Block7: Name and full Mailing Address of Training Vendor including Street, City, State, Zip Code, Phone Number, Fax Number, and E-mail Address, if available. — Free-form fields. Contact the vendor to obtain the information above if it is not identified on background material.

*Block7a. Location of Training Site — If same as block 7, check the box.

*Block 8: Course Title — Enter the exact title from the course materials. Spell out acronyms.

*Block 9: Course Objectives — Self-explanatory.

*Block 10: Course Description — Self-explanatory.

*Block 11: Justification — Indicate how the training aligns with your professional needs and the needs of your office and organization. Your justification may not be to obtain a degree.

*Block 12: Related Competencies (Primary) — Identify at a minimum the primary competency that the course conveys. You may also select up to four other competencies that the course provides. You can view the Workforce Competency Dictionary at https://cmstool.nasa.gov/dictionary.htm.

Block 13: Vendor Catalog/Course Number — Enter the vendor number/ identifier or college/university to a course, if available.

*Block 14: Training Period — dd/mm/yy) the training will sta and end. Use the calendar picker icon to choose the dates.

*Block 15: Number of Course Hours — indicate the number of hours (duty or non-duty) during which training will occur.

Block 16: Requesting reasonable accommodations to participate in this course? — Self-explanatory. If the answer is yes, use drop down menu to identify need.

*Block 17: Credit Hours — For an academic course, indicate the number of total credit hours to be earned. If none, enter "0."

*Block 18a-c: Estimated Cost (Direct) — Self-explanatory.

*Block 19a-c: Estimated Cost (Indirect) — Indicate all related travel costs.

*Comments: Provide registration or other important information. At a minimum, supply a Web link for vendor/course information, if available. For conferences, enter the sessions you will attend and links to course registration forms. Indicate if you are using program or project funds if that information is available.

For Training Office Use Only: Blocks 20-23
Section C — Actual Costs: To be completed by the Training Office.
Section D — Billing Information: To be completed by the Training Office.
Section E — Approvals: Shows status by approval step and date.

Additional Langley Guidance

You must have an approved NF 1735 <u>prior</u> to participating in any training program, course, conference, seminar, workshop, etc. *
If you do not, you take the risk of paying for the training yourself.

Comments Block:
Provide registration or other pertinent information such as vendor or course website.

Include all background information in the Comments Block. Background information is anything that will expedite or clarify your request for training.

For Academic Requests, include the following in the Comments Block:
- A website that indicates the tuition costs per credit hour or total cost of the course.
- Indicate if the request is for undergraduate study, full-time graduate study, or part-time graduate study
- indicate the degree for which you are studying:
    > Undergraduate
    > Master's Thesis/Dissertation Option
      - Indicate if your research plan has been approved.
      - Indicate anticipated completion date of Thesis/Dissertation (example Spring 2007)
    > Master's Non-Thesis Option
    > Doctorate

Reimbursement
- You must have **<u>prior approval</u>** from the Training Office/Procurement Office to attend a training program/course, conference, seminar, workshop, etc., on a reimburseable basis.

On-Line Registration
- You may not register on-line for a training program/course, conference, seminar, workshop, etc.
- **Include the web address to the registration form in the Comments Block.**

* No-Cost
The SATERN NF-1735, Request for External Training, does <u>not</u> need to be completed submitted for no-cost training.

Employees who want a no-cost training course added to their training history should complete LF 409 and fax it with a copy of your completion certificate or a copy of your course registration to 864-8543. Note: Only the following courses will be added to employees' training history: mandatory courses and courses greater than four (4) hours in length.